MSU Extension Volunteer Telephone Reference Form

This form is provided for staff and/or selection committee members to use when visiting by telephone to check references listed by a prospective volunteer. Since some of the questions are about issues that appear on the “MSU Extension Staff and Volunteer Agreement and Code of Conduct Form,” you may want to review that form before conducting the interview.

Date___________________ Potential Volunteer’s Name_____________________________________

Reference Being Interviewed _______________________________________  (_____ ) ___________________ Telephone ______________

Introduction: Introduce yourself. Indicate to the interviewee: “Your name was given to us by (indicate potential volunteer’s name). He or she is interested in being a volunteer with Michigan State University Extension. To help us better understand where this person might fit into our organization, we would like to ask you a few questions. This call should take no more than five minutes. Is this a good time or should I call you at a more convenient time? (Indicate potential volunteer’s name) has indicated he or she approves of you releasing information about him or her. Thank you.”

1. How do you know this person? How long have you known him or her?

2. Please comment about this person’s ability to work with young people or vulnerable adults.

3. Please comment about his or her sense of responsibility and follow-through on commitments.
4. Please comment about this person’s leadership skills, organizational skills, people skills, etc.

5. Are there any reasons why you feel this person would be an unsuitable volunteer to be working with young people or adults with disabilities?

6. Would you be comfortable having your child, or individuals you know, under this person’s guidance? Why?

7. Has this person ever been convicted of a crime of which you are aware?

Any other comments:

Thank you very much for your help. We appreciate your contributions.

Phone interview conducted by: ________________________________

Date: __________________________

MSU is an affirmative action, equal-opportunity employer.